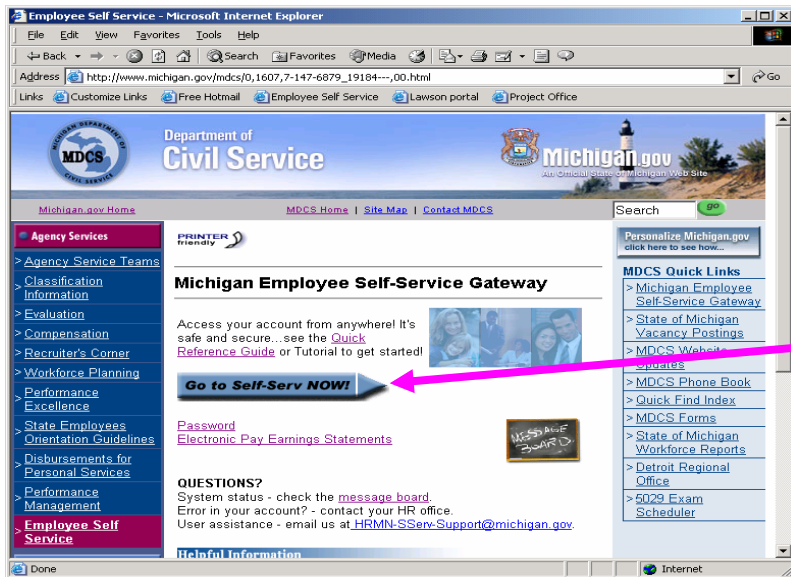


Do Your 2003-2004 Insurance Open Enrollment In Your Employee Self-Service Account!



Open Enrollment on-line is quick and simple!

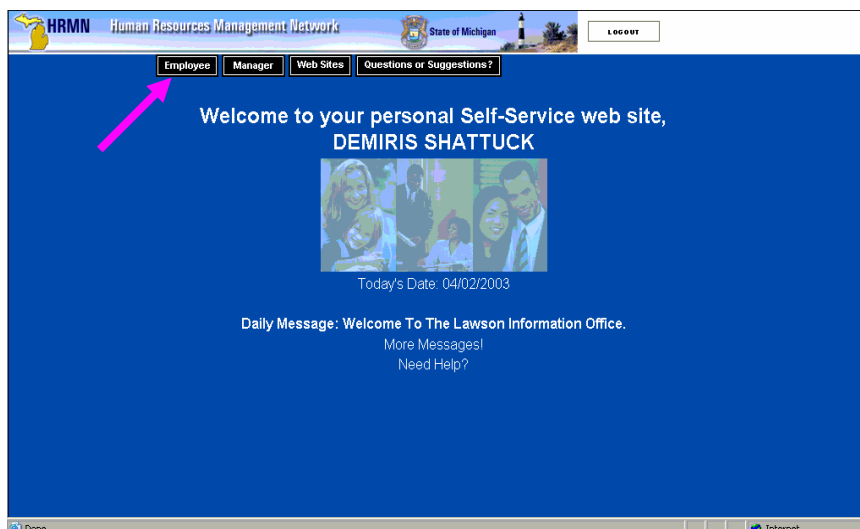
Go to the Employee Self-Service Gateway Page at www.michigan.gov/selfserv and click on

Go to Self-Serv NOW!

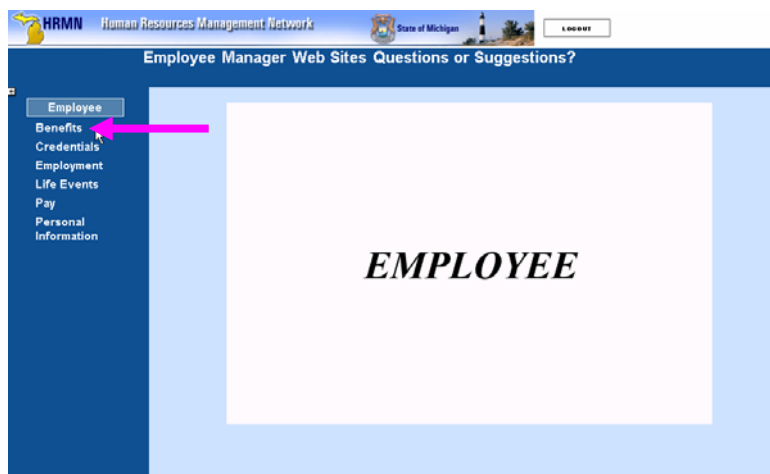
A log in screen appears.

1. For User Name enter a lower case h and your seven-digit employee ID number (Example: h1234567). If you have a six-digit number, add a zero after the h. (Example: h0123456).
2. Then enter your Self Service password in all lower case. Click OK. This will take you to your personal self-service site.

WARNING! Do not check the box to save your password in your password list!



When your Self Service Welcome screen appears, click the **EMPLOYEE** button at the top of the screen.

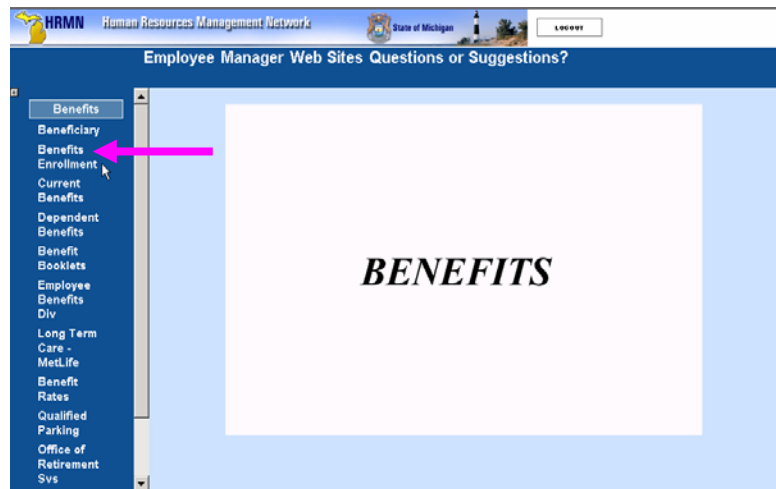


Your Employee Self Service Main Menu appears to the left side of the screen.

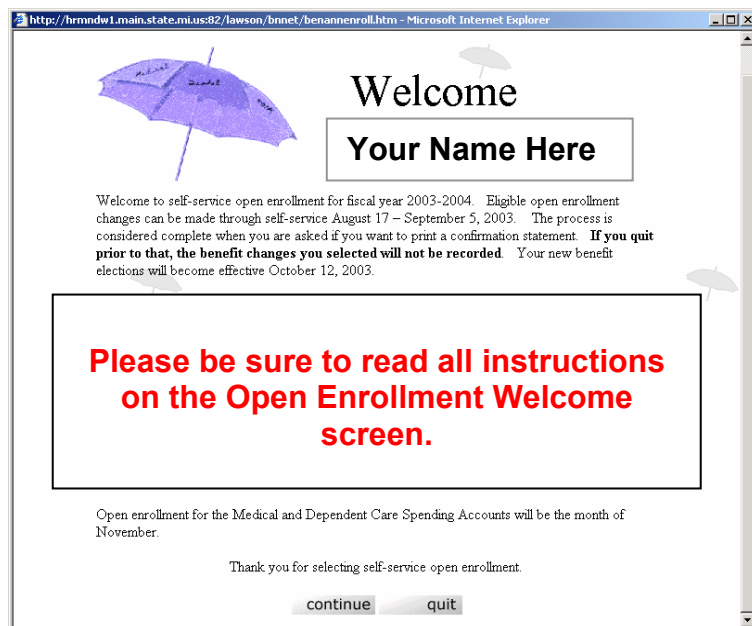
Select **Benefits**.

Your Benefits menu appears to the left side of the screen.

Select **Benefits Enrollment**.



Your Benefit Enrollment Welcome screen appears in a separate pop-up screen.



Please read all instructions on the Open Enrollment Welcome Screen.

To begin the enrollment process, click the continue button at the bottom of the screen. The system will list your current insurance selections and give you an opportunity to change or keep your existing insurances.

Once you have made your selections, you will be directed to a Benefit Summary screen listing your insurance selections for your review. You will have another opportunity to change or keep these insurance selections on this screen.

NOTE: You must click **Keep These Benefits** for your changes to take affect. You will not be required to print a confirmation, but it is highly recommended that you keep a copy for your records. **This will be the ONLY printed confirmation you will receive regarding your Open Enrollment benefit changes.**

Remember! You can come back to make changes as often as you like during the Open Enrollment period!